
COMMUNITY DEVELOPMENT



Planning & Community Development

MISSION STATEMENT

The Department of Planning and Community Development provides vision, direction, services, and coordination for the citizens of Norfolk, the City Council, and the City Administration by:

- ♦ Designing attractive and livable neighborhoods
- ♦ Motivating and supporting the City's Housing Initiative
- ♦ Organizing and administering the Community Development Block Grant Program

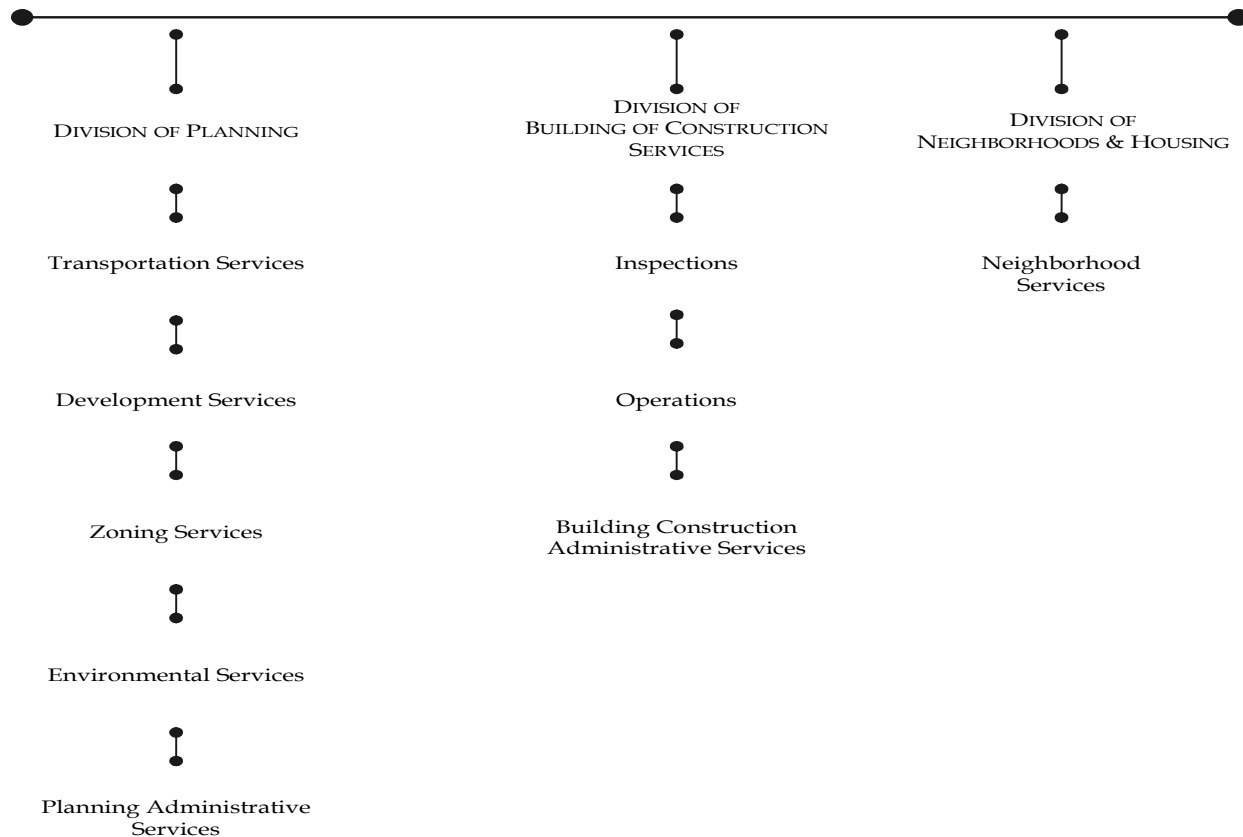
- ♦ Encouraging sound economic development
- ♦ Providing an efficient transportation system
- ♦ Protecting and enhancing the natural environment
- ♦ Achieving high quality and well designed new buildings and spaces
- ♦ Ensuring the safety of new and renovated buildings and their support systems

DEPARTMENT OVERVIEW

The Department of Planning and Community Development produces and maintains the General Plan that includes policy guidance on transportation, economic development and neighborhood planning, land use/zoning, and the location of public facilities. The department makes recommendations on community design issues and policies, neighborhood preservation, and land use planning.

The division of Building Construction Services provides permitting and inspection services for the City and enforcement of the Virginia Uniform Statewide Building Code for new construction, repairs, renovations and installation. The division also issues licenses to proceed, and inspects for permit-regulated work within the trade disciplines of building, plumbing, mechanical and electrical.

**DIRECTOR OF
CITY PLANNING &
COMMUNITY DEVELOPMENT**



BUDGET HIGHLIGHTS

- ♦ The total budget for the Department of Planning and Community Development is \$4,217,400; the \$448,100 increase includes approximately \$325,450 attributable to the increase in required contributions to the City's retirement system. Other increases include the following: office equipment (\$8,000), traveling expense (\$500), advertising (\$1,400) and printing (\$3,900).
- ♦ Establishment of the "Home by Home Design Center" as a centerpiece of the "Come Home Norfolk, Now" housing initiative.
- ♦ Conduct and complete studies to bolster neighborhoods vitality in the Southside community, East Ocean View, the Broad Creek Renaissance area, and the Greater Wards Corner Area.

Update of the General Plan of Norfolk.

Facilitation of the continued achievement of development initiative by the City's educational institutions (Medical Center, Norfolk State University, Old Dominion University) and in developing areas such as Atlantic City/Fort Norfolk.

Impact of Position Reductions

The elimination of a vacant City Planning Technician position will have minimal impact on the core mission of the department.

KEY GOALS AND OBJECTIVES

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| <ul style="list-style-type: none"> ♦ Maintain and refine the Norfolk General Plan in terms of visioning, functional planning, neighborhood planning, design studies and plans, utilization of resources, coordination of supporting information, policy analyses and recommendations ♦ Coordinate input and decision-making regarding the Norfolk component of the long range Regional Transportation Plan including the development of recommended funding strategies for both major and local projects | <ul style="list-style-type: none"> ♦ Assist with the completion of the environmental documentation of the Norfolk light rail transit system and the preliminary engineering program. ♦ Develop and implement housing and neighborhood enhancement initiatives, collaborate with public and private entities to establish a resource network and comprehensive delivery systems. |
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PRIOR YEAR ACCOMPLISHMENTS

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| <ul style="list-style-type: none"> ♦ Worked extensively on development issues and opportunities in concert with the other departments and City agencies such as the Norfolk Redevelopment Housing Authority. ♦ Managed the City's transit services program operated by Hampton Roads Transits (HRT). Assisted with policy development for the Norfolk component of the long-range regional transportation plan and associated program of project priorities and funding allocated. | <ul style="list-style-type: none"> ♦ Facilitated development projects initiated by several of the City's educational institutions (the Medical Center, Norfolk State University, Old Dominion University); analyzed and made recommendations concerning the issuance of Development Certificates in the Downtown and Pedestrian Commercial Overlay zoning districts; managed the commercial corridor and business façade incentive programs. |
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Expenditure Summary

	FY2001 ACTUAL	FY2002 ACTUAL	FY2003 BUDGET	FY2004 APPROVED
Personnel Services	2,886,530	2,905,212	3,191,200	3,628,700
Materials, Supplies and Repairs	98,529	93,426	127,500	137,900
General Operations and Fixed Costs	184,288	93,974	108,100	109,300
Equipment	3,032	23,217	2,500	10,500
All- Purpose Appropriations	151	21,083	340,000	331,000
Total	3,172,530	3,136,912	3,769,300	4,217,400

Programs & Services

	FY2002 ACTUAL	FY2003 APPROVED	FY2004 APPROVED	FULL-TIME POSITIONS
DIRECTOR'S OFFICE				
Management, Administration and Operations	211,149	625,600	1,028,974	5
Provide leadership and guidance to all service areas.				
DIVISION OF PLANNING				
Transportation Services	80,380	79,500	76,180	1
Prepare analyses and recommendations pertaining to all transportation modes with emphasis on highway needs.				
Development Services	150,292	165,500	92,866	2
Provide analyses, staff support and coordination for planning and development initiatives.				
Zoning Services	624,036	571,700	371,958	7
Administer and enforce the Zoning Ordinance and land use regulations.				
Environmental Services	112,449	128,500	137,917	2
Provide land use assistance in areas of coastal resources. Ensure adherence to the Chesapeake Bay Preservation Act; administer erosion and control program; and analyze environmental issues.				
Planning Administrative Services	202,108	207,700	178,740	4
Provide administrative support, document preparation and records retention for all services.				
DIVISION OF BUILDING CONSTRUCTION SERVICES				
Inspections	1,033,986	1,126,600	1,214,752	24
Inspect all permit-regulated work to ensure compliance with approved plans and the Virginia Uniform Statewide Building Code				

Programs & Services

	FY2002 ACTUAL	FY2003 APPROVED	FY2004 APPROVED	FULL-TIME POSITIONS
Operations	250,851	297,000	565,800	12

Accept permit applications and review construction documents for compliance with Uniform Statewide Building Code.

Building Construction Administrative Services	362,090	342,000	332,282	9
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Provide administrative support, document preparation and records retention for all services.

DIVISION OF NEIGHBORHOODS AND HOUSING

Neighborhood Services	109,571	225,200	217,931	5
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Provide comprehensive and neighborhood planning information and recommendations in the areas of overall community direction, design and policies, neighborhood preservation and improvement, housing, and land use policies.

Total	3,136,912	3,769,300	4,217,400	71
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Strategic Priority:

TACTICAL APPROACH:

To improve the overall aesthetic impression of the City of Norfolk, and guide new development in line with City policies

PROGRAM INITIATIVES	FY01	FY02	FY03	FY04	CHANGE
Design Review Items	180	185	150	165	15
ABC License	55	60	50	55	5
Zoning Appeal Planning Commission	70	74	70	75	5
Hearings	156	165	160	175	15
Building Plans Reviewed Detailed	1,320	1,400	1,450	1,660	210
Counter	4,600	5,000	3,650	4190	540

Position Summary

Position Title	Pay Grade	Minimum	Maximum	FY03 Positions	Change	FY04 Positions
Accounting Technician	OPS07	23,318	37,280	1		1
Administrative Assistant II	MAP03	29,266	46,785	2		2
Administrative Secretary	OPS09	27,273	43,604	2		2
Administrative Technician	OPS08	25,206	40,295	2		2
Assistant Director of Planning	SRM08	57,605	101,385	2		2
Business Manager	MAP08	39,572	63,258	1		1
City Planner I	MAP06	34,994	55,943	2		2
City Planner II	MAP08	39,572	63,258	6		6
City Planning Manager	SRM05	48,026	84,525	4		4
City Planning Technician	OPS10	29,537	47,217	2	-1	1
Code Official	SRM08	57,605	101,385	1		1
Codes Enforcement Team Leader	MAP08	39,572	63,258	5		5
Codes Records & Research Manager	MAP10	44,882	71,750	1		1
Deputy Code Official	MAP11	47,854	76,502	1		1
Director of Planning	EXE03	73,210	126,601	1		1
Environmental Services Manager	SRM07	54,140	95,286	1		1
Information Management Supervisor	MAP08	39,572	63,258	2		2
Permits Specialist	OPS11	32,019	51,189	2		2
Senior City Planning Technician	OPS11	32,019	51,189	1		1
Senior Codes Specialist	OPS12	34,740	55,535	19		19
Senior Permits Specialist	OPS13	37,727	60,314	1		1
Support Technician	OPS06	21,591	34,515	7		7
Zoning Enforcement Coordinator	MAP09	42,127	67,349	1		1
Zoning Enforcement Specialist II	OPS11	32,019	51,189	3		3
Zoning Enforcement Specialist III	OPS13	37,727	60,314	2		2
Total				72	-1	71